

Professional and Managerial Branch
Personnel Administration Group
Personnel Management Series

HUMAN RESOURCES ASSISTANT DIRECTOR

07/02 (REB)

Summary

Under general direction, manage ongoing operations of an assigned combination of major Personnel Department functions directly or through subordinate supervisors; assist in administering compliance with Civil Service Commission rules and regulations, and public personnel statutory requirements; act as principle executive in charge as delegated to sustain overall normal department services continuity when the Director is unavailable.

Typical Duties

Plan, organize, implement, coordinate and review such areas of activity as classification and compensation, employee relations and administrative services, human resources information systems and payroll, recruitment and examination, or training and development to ensure attainment of expected results that meet strict deadlines with available resources. Involves: participating in development of long and short range department strategies such as by forecasting City employment needs, conferring with City Attorney staff to ascertain and report on state and federal legal requirements and reporting regulations, and drafting directives advising department heads on City personnel policies and practices that support compliance with the Civil Service Charter; evaluating cost effectiveness and integration of operations and services within and between departments, recommending or taking action to adapt, refine or automate personnel procedures and to formulate administrative policies for dealing with unprecedented situations; reviewing and approving personnel and payroll actions as authorize; arranging for and directing or conducting special surveys or studies and preparation of complex reports of findings as assigned to support City administration decision making regarding personnel issues such as labor market conditions, performance management, organization diagnosis and development, employment law compliance, collective bargaining, applicant selection and tracking, employee assistance, or out-placement, absenteeism and turnover, and information technology applications; overseeing analysis, maintenance and communication of open records requests; providing expert professional advice to applicants, department heads, supervisors and others to facilitate personnel processes; investigating and recommending settlement grievances or discrimination allegations and representing the department testifying in Civil Service Commission or other regulatory agency hearings or court trials regarding protested practices or administrative decisions; disseminating official plans, policies and procedures to staff, other departments and the general public;

Participate in department administration. Involves: directing cost-benefit, statistical or other analyses of labor requirements and material specifications for current or proposed programs or projects, preparation of program or capital improvements, and other designated annual department budget requests and performance measures; assisting with control and allocation and expenditure of appropriated funds in conjunction with Management and Budget; analyzing departmental personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures; requisitioning supplies, equipment and services in conformance with City Purchasing procedures; representing department's interests to ensure fulfillment of agreed scopes of work by independent personnel consultants, employee services providers or other contracted department staff; overseeing or personally engaging in preparation and presentation of statistics, cost estimates, and activity status or results to City officials and executives, regulatory agencies, or the general public, and in retention and updating of required internal records such as payroll, employee files, purchase requisitions and other transactions.

Supervise assigned supervisory and non-supervisory professional/managerial and general services office, personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisor, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation ; job training, and employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among subordinates, and mediating internal grievance resolution; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating employees; changing staffing levels and job designs.

Perform related incidental duties contributing to realization of departmental goals as required. Includes: substituting as qualified for subordinates during temporary absences to maintain continuity of normal services of units supervised; providing designated support for projects or activities overseen by higher level executives as instructed; explaining and demonstrating work performed to assist Director in orienting and training less knowledgeable

employees; engaging in training assignments intended to develop competency in managing unfamiliar personnel functions; maintaining awareness of pertinent theoretical, legislative and technological trends; logging activities, and preparing and submitting recurring or requested administrative reports.

Minimum Qualifications

Training and Experience: Graduation from and accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Organization Psychology, or Business or Public Administration,; plus six (6) years of increasingly responsible professional experience with centralized, automated personnel administration for a public, institutional or industrial employer with a large, diverse workforce that includes two (2) years of entity-wide management of one or more major personnel functions and two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: modern human resource management principles and processes. Considerable knowledge of : job classification and evaluation, wage and salary administration, recruitment and selection, employee relations and services, workforce development and training, and automated personnel record keeping and payroll policies, methods and interrelationships. Good knowledge of: municipal government merit-based Civil Service personnel administration functions and purposes; supervisory, budgeting and research techniques. Some knowledge benefits, risk management, safety, collective bargaining and contract administration practices.

Ability to : plan, assign, coordinate and evaluate diverse personnel programs and systems activities of subordinate supervisors, propose and administer related budgets to ensure effectiveness and efficiency; apply principles of logical thinking to difficult intellectual and practical human resource management problems that require consideration of diverse abstract and concrete behavioral science variables; persuasively communicate thoughts clearly and concisely, orally and in writing; to prepare, analyze and present comprehensive management reports, budget proposals, public speeches and position papers in prescribed styles and formats, firmly and impartially enforce Civil Service rules and regulations, and respond to common inquiries or complaints pertaining to personnel policies and practices; establish and maintain effective working relationships with employees, their representatives, elected officials, Civil Service Commissioners, City management, regulatory agencies, contract services providers, and the general public; read and comprehend common professional journals, financial reports and legal documents; apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations to operations associated with frequency distribution, test reliability and validity determination, variance or factor analysis, correlation techniques, or sampling theory.

Skill in safe operation and care of: personal computer or network workstation and printers; generic business productivity and specialized human resource management software; common office equipment.

Human Resources Director

Department Head